

**State of Delaware Contract #05-091-AC Toshiba End of Term Lease Notification
Equipment Return Request**

Please Fax This Form 30 Days Prior to Lease Term Expiration to Toshiba: 949-462-2585 or email to delaware@tabs.toshiba.com. If you have any questions or concerns please contact Joanne Paul at 949-462-6235 or by email to joanne.paul@tabs.toshiba.com

Please note, it is possible that the equipment on this contract may be picked up before the agreement has terminated. The State of Delaware remains responsible for any pending payments to the term of the contract regardless of the location of the equipment. No additional payments or charges beyond the contract term will be incurred provided that all invoices are paid on time and in full.

Date of Request: _____ **Requestor Name:** _____

Contact Information

Name _____	Title _____
Email _____	Phone Number _____
Fax Number _____	Authorized Signature _____
Equipment Location Address: _____	
Building Name, Room/Suite Number _____	
City, State & Zip Code _____	
Instructions: _____	

Equipment Information

Copier Model & Serial Number _____	Accessories _____
Meter Read _____	Date Form Faxed _____
Lease End Date _____	_____

Return Date Requested

Date: _____

Toshiba Acknowledgement

Date: Funding Notified _____	Shipping Instructions Sent _____
Shipping Instructions Rec'd _____	
Lease No. _____	

Toshiba End of Term Lease Notification
Hard Drive Removal Request/Data Security for Copiers

Device and End-of-life Security Acknowledgement Form

Copiers placed under contract 05-091-AC with Toshiba in which the agency requires deletion or removal of the existing hard drive. See below for options and pricing as of July 12, 2010.

Bands 1 & 2: Are not equipped with hard drives, therefore information is not stored into the machine. The only image stored will be the last page copied/scanned/faxed/printed, you may copy a blank page with an "X" to cancel out any memory on the copier.

Bands 3 -10 : The Agency must notify Toshiba of the need for a new hard drive when Toshiba is notified 30 days prior to pick up of the machine upon termination of the lease agreement. Toshiba will need both the model number and serial number when making this request. Toshiba will make arrangements for KDI to initiate hard drive alteration/removal process. KDI will bill agency directly for this service. **See page 3 of this form for description of options below.**

End of Term Options for Disposal or Return of Existing Toshiba Equipment

☐ **BASIC SECURITY** (Remove and return uncleansed HDD to customer, Install new Hard Drive and NVRAM and Fax Data Scrub). Fee: **\$345.00**

☐ **ENHANCED SECURITY** (Hard Drive Data Scrub, NVRAM and Fax Data Scrub). Fee: **\$440.00**

☐ **OPTIMAL SECURITY** (Hard Drive Data Scrub, NVRAM and Fax Data Scrub, Remove and return cleansed HDD and Install New Hard Drive). Fee: **\$690.00**

☐ **I decline the above listed security services.**

By signing below, Customer acknowledges that it is Customer's responsibility to protect its information and that Toshiba is not responsible for Customer information that may reside on the copier or printer hard drive. Customer has been advised of services that Toshiba offers to assure protection against the inadvertent disclosure of Customer information that may reside on a copier or printer hard drive.

Customer Signature _____

Date _____

Toshiba Authorized Signature _____

Date _____

Contact Information (Contact must be present for Hard Drive Service by KDI)

Name _____

Title _____

Email _____

Phone Number _____

Fax Number _____

Equipment Location Address: _____

Building Name, Room/Suite Number: _____

City, State & Zip Code: _____

Disposal or Return of Existing Toshiba Equipment (End-of-Life)

(Please see list of applicable Toshiba e-Studio models below)

Basic Security: The Basic End-of-Life Security involves removing the uncleansed HDD and returning it to the customer. The customer is then responsible for disposing of the HDD. If your MFP has been financed, the lessor requires that the MFP is returned in good operating condition. In this case, a new HDD is then installed and reloaded with system firmware so that the MFP will be operational.

Security Procedure:

- Remove and return uncleansed HDD to customer
- Install new Hard Drive
- NVRAM and Fax Data Scrub

Enhanced Security: The Enhanced End-of-Life Security Scrub involves overwriting all of the data on your existing Toshiba MFP, including NVRAM and Fax data. If your MFP has been financed, the lessor requires that the MFP is returned in good operating condition. In this case, reloading the system firmware is required so that the MFP will be operational. The Enhanced End-of-Life Security Scrub ensures that data is irretrievable and that the HDD is restored to functional status.

Security Procedure:

- Hard Drive Data Scrub
- NVRAM and Fax Data Scrub
- Reload System Firmware

Optimal Security: In addition to the procedures included in the Enhanced End-of-Life Security Scrub, Toshiba will provide the end user customer with the actual MFP HDD. The customer is then responsible for disposing of the cleansed HDD. Toshiba will install a new functional HDD in the device to restore it to full functionality.

Security Procedure:

- Hard Drive Data Scrub
- NVRAM and Fax Data Scrub
- Remove and return cleansed HDD to customer
- Install new Hard Drive

Applicable Models:

eS205L/255/305/355/455 eS202L/232/282, eS203L/233/283

eS555/655/755/855 eS352/452, eS353/453

eS2330c/2830c/3530c/4520c eS520/600/720/850, eS523/603/723/853

eS5520c/6520c/6530c eS281c/351c/451c

eS2500c/3500c/3510c